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TO : Chief, Management Staff ~~NO CHANGE~~ in Class. DATE: 13 MAR 1958☐ DECLASSIFIED

FROM : Director of Training

Class. CHANGED TO: TS S (C)

SUBJECT: OTR Overtime

Auth: DDA Memo, 4 Apr 77

DDA REG. 77/1163

Date: 17 02 78 By: 025

REFERENCE: Memo to DTR fm G/MS, dtd 22 Jan 58, subject as above

1. The findings and recommendations on OTR overtime set forth in the referenced memorandum have provided useful information which will assist in the continuing effort to effect reduction in overtime payments.

2. It is gratifying to note that OTR has taken measures to reduce overtime by approximately \$40,000 in FY 1958 and \$63,000 in FY 1959. The net gain will, however, be small because of the anticipated increase in overtime costs that will result from the implementation of the Language Development Program.

3. The major recommendations made by the examiner to reduce overtime, and the OTR comments concerning them are as follows:

a. Close the language laboratory in Quarters I and transfer the students to the laboratory in I Building.

Estimated savings FY 1958 \$1825 (520 hours)

Estimated savings FY 1959 \$4375 (1250 hours)

Language training is being conducted during duty hours in the laboratories in I Building and Quarters I, with Quarters I being utilized primarily for full-time training. Students are required to be in class approximately five to five and one-half hours per day and do their laboratory work during the period when no class is scheduled. Laboratories must be available before and after duty hours to students in the voluntary language program, and the Quarters I laboratory being in an area accessible to unbadged personnel, is the only one available to the sizeable number of dependents

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SUBJECT: OTR Overtime

who are enrolled in the voluntary program. Both laboratories must be convenient to the large number of part-time and self-study students who are unable to use the facilities during duty hours because of the demands of their regular duty assignment. OTR is charged with the responsibility of making opportunities available for language development under the Language Development Program and the operation of both laboratories is necessary to provide adequate facilities.

b. Stagger the work hours of the language laboratory technicians.

Estimated savings FY 1958 \$2115 (600 hours)
Estimated savings FY 1959 \$5075 (1450 hours)

In addition to overseeing the use of the laboratories by the students, the technicians are responsible for routine maintenance of equipment in the two laboratories and in the three auxiliary laboratories in ORR, OCI, and FDD, and for the duplication of 15,000 to 20,000 tapes per year for headquarters and field. Technicians must train and be trained in research and development of new techniques and in liaison with other governmental and private language and area training activities. Flexibility and work load demand full-time and overtime in both laboratories and auxiliary laboratories. Staggering the work hours would not provide necessary coverage.

c. Eliminate overtime costs for JOT's. The policy of the Agency is that no student be paid for overtime work or given compensatory time off.

Estimated savings FY 1958 \$4165 (1110 hours)
Estimated savings FY 1959 \$ 10,000 (2666 hours)

It is the position of OTR that JOT's, while participating in on-the-job (desk) training, are entitled to the same

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SUBJECT: OTR Overtime

benefits as those received by the people with whom they are working and for whom they are completing assigned work projects. Compensatory time authorized between training courses and details would only delay the training period of the JOT. Effort is and has been directed toward transferring JOT's to permanent productive positions as soon as possible. Most JOT's are classified GS-9 or below and compensatory time is not authorized, except on request. In the future, Agency components to which JOT's are detailed will reimburse OTR for overtime in excess of nominal amounts.

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d. Fill one civilian guard position at [REDACTED] Eliminate scheduled overtime, and require civilian guards to absorb essential work of employees absent on annual or sick leave without using overtime.

Estimated savings FY 1958 \$4680 (1710 hours)

Estimated savings FY 1959 \$11,240 (4101 hours)

A replacement to fill the vacant position has been in process for security approval since 4 December 1957. Because of security factors, it is not considered advisable to reduce guard coverage to a two-man shift when one of the scheduled guards is on annual or sick leave. One man is required to be at the gate at all times to check badges, handle telephone calls and provide information, and the coverage required for building checks, fire detection, or answering emergency calls throughout the large area, preclude the consolidation of the roving patrols. Important security duties that were previously performed by the Training Duty Officer have been absorbed by the guards. This eliminated TDO overtime and should be considered in this analysis.

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e. Recommendations outlined for the Chief, Field Training, Operations School [REDACTED] are under consideration.

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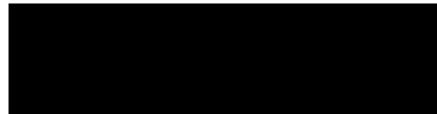
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SUBJECT: OTR Overtime

4. An OTR Notice on overtime policy will be issued in the near future. Compliance with this policy, the implementation, where possible, of the recommendations made by the Management Staff, and the continuing review of the problem, should result in further overtime reductions, if work requirements and ceiling are realistic.

5. In response to your request for a frank statement on the value of the study and the time expended to produce it, OTR is of the opinion that the study has definite value and the recommendations will be useful in the effort to reduce overtime. However, the twelve weeks expended by the examiner and the time used by many OTR employees in providing data, appears to have been excessive. The survey was more detailed than believed necessary, and it is suggested that subsequent surveys of this type in OTR be restricted to activities for which substantial overtime payments are recorded.



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